

Message

From: Minter, Douglas [Minter.Douglas@epa.gov]
Sent: 9/1/2020 9:33:31 PM
To: Bahrman, Sarah [Bahrman.Sarah@epa.gov]; Kahn, Lisa [Kahn.Lisa@epa.gov]; Diaz, Angelique [Diaz.Angelique@epa.gov]
Subject: RE: End of year performance reporting due date timeline

Hi Sarah: I agree with your initial cut for the UIC items. I will need to go back to last year's report to help me think if there is something else we should highlight/cover.

Douglas

From: Bahrman, Sarah <Bahrman.Sarah@epa.gov>
Sent: Tuesday, September 1, 2020 2:18 PM
To: Kahn, Lisa <Kahn.Lisa@epa.gov>; Diaz, Angelique <Diaz.Angelique@epa.gov>; Minter, Douglas <Minter.Douglas@epa.gov>
Subject: FW: End of year performance reporting due date timeline

Good afternoon, all –

I wanted to start an email chain to brainstorm items to include in these EOY products. Here are my initial ideas – please reply with what you think about these and other ideas you have. I'm casting a pretty wide net for your consideration.

Ex. 5 Deliberative Process (DP)

Thanks!

Sarah E. Bahrman | Chief, Safe Drinking Water Branch | U.S. Environmental Protection Agency - Region 8
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From: O'Connor, Darcy <oconnor.darcy@epa.gov>
Sent: Tuesday, September 1, 2020 12:58 PM
To: R8 WD LT <R8_WD_LT@epa.gov>
Subject: FW: End of year performance reporting due date timeline

Here you go – Stephanie has confirmed she can access it.

Thanks
D

From: Scholten, Karly <Scholten.Karly@epa.gov>
Sent: Tuesday, September 1, 2020 12:01 PM
To: O'Connor, Darcy <oconnor.darcy@epa.gov>
Cc: Garcia, Bert <Garcia.Bert@epa.gov>
Subject: RE: End of year performance reporting due date timeline

Hi Darcy,

Unfortunately, the way I gave RLT access before didn't work. However, I think I've figured out a way around it. Can you give the team the link below? If that doesn't work, I will come up with a new plan.

https://usepa-my.sharepoint.com/:f/g/personal/scholten_karly_epa_gov/EgdiVpm-acdlrtdp5R9hVdEB9nfY9MeflgY3UarUNQxH6w

Karly Scholten | Region 8 Regional Planner | U.S. EPA Region 8, 8MSD-FM | 1595 Wynkoop Street | Denver, Colorado 80202 | 303.312.6418

From: O'Connor, Darcy <oconnor.darcy@epa.gov>
Sent: Tuesday, September 1, 2020 11:44 AM
To: Scholten, Karly <Scholten.Karly@epa.gov>
Cc: Garcia, Bert <Garcia.Bert@epa.gov>
Subject: RE: End of year performance reporting due date timeline

Hi Karly! I learned from my LT that they do not have access to the SharePoint that is linked below. Can you re-share it with the RLT? Or, if easier, I can send a list of folks who need access.

Thanks!
D

From: Scholten, Karly <Scholten.Karly@epa.gov>
Sent: Wednesday, August 26, 2020 9:33 AM
To: R8 SLT <R8_SLT@epa.gov>
Cc: Bielenberg, Ben <Bielenberg.Ben@epa.gov>
Subject: End of year performance reporting due date timeline
Importance: High

SLT,

The Organization Assessment, the End-of-Year Report, and the SES Self-Assessments are due in September / October. I'm sending this email so you and your leadership teams have sufficient time to compile information for each of these requests. Please note, I'm sending this before I have the Org Assessment template from HQ. However, I expect the general format to be similar enough to last year to get started. When I receive the official template, I will share it immediately. Below is a breakdown of the different requests and the due dates associated with each. Please share this with your leadership teams or anyone that might play a role in drafting and compiling this information. If you or your teams have any questions, please let me know.

FY20 DD EOY Reporting – OneDrive folder with templates, guidance, and examples (all of RLT should have access to this folder)

Organization Assessment – Due September 24

- I haven't received the FY20 Org. Assessment template yet, however, I do know that it will be a similar format as last year. I've created a OneDrive folder with the templates and prior year examples. When HQ issues the final guidance and official template, I will share it.
- This must be a one-page document for your entire Division. Please highlight the major accomplishments that I should include in the R8 Org. Assessment.

End-of-Year Report – Due October 9

- The end of year report highlights the region's major accomplishments. This format focuses on high profile projects or successes that the region had this fiscal year in a narrative format. FY18's and FY19's End-of-Year report are located in the OneDrive for reference. Please submit accomplishments using the guidance provided below.
 - Programs draft write-ups (approximately 1-2 paragraphs) that address the following:
 - What we did
 - Who it helped (focus on the public)
 - How we did it
 - Include any or all of the following: pictures, graphs, charts, and or data

SES Self-Assessment – Have not heard - tentatively October 9

- Please submit specific accomplishments that the RA or DRA worked closely with you on this year.

Draft Schedule – Final schedule will be shared when HQ dates are issued

DATE DUE	ACTIVITY
September 24	SLT submits 1-page Organization Assessment template highlighting the most significant division accomplishments to Regional Planner. Please submit via OneDrive folder .
September 30	Regional Planner submits draft R8 Org. Assessment to SLT for comments.
October 2	SLT comments on draft R8 Org. Assessment due to Regional Planner.
October 9	RA and DRA submit Organizational Assessment to HQ.
<i>Tentative October 9</i>	SES Self-Assessments due to DRA
<i>Tentative October 9</i>	SLT send key projects for DRA and RA Self-Assessments to Regional Planner. (Please share projects that the RA or DRA worked directly with you on this year. These are incorporated into their self-assessments.)
October 9	SLT sends draft End-of-Year highlights to Regional Planner.
<i>No dates set yet</i>	Public Affairs submits draft EOY report to RA/DRA for comment.
<i>No dates set yet</i>	EOY Report Complete

As always, please call/email me with any questions.

Thanks,

Karly

Karly Scholten | Region 8 Regional Planner | U.S. EPA Region 8, 8TMS-FMP | 1595 Wynkoop Street, | Denver, Colorado 80202 | 303.312.6418